

## Changing Your Password Remotely

- If you need to change your password (you received an email notice about your password expiring) and you are working remotely, please follow the steps below.
- Here is what the email will look like. You will receive the email from [dsc@archny.org](mailto:dsc@archny.org).

**Your network password will expire in 10 days.**

**\*\*\*Password should be 10 characters or more and contain upper, lower case characters, numbers and special characters \*\*\***

**If you are at 1011, Maiden Lane or the Seminary:**

- Please press CTRL + ALT + Delete on your keyboard and choose *Change a Password*

**If you are at an outside school, parish or remote site:**

- Please change your password via options (yellow banner) at our webmail portal.

**If you are connected to your workstation remotely via VPN:**

- Please press CTRL + ALT + END and choose *Change a Password*

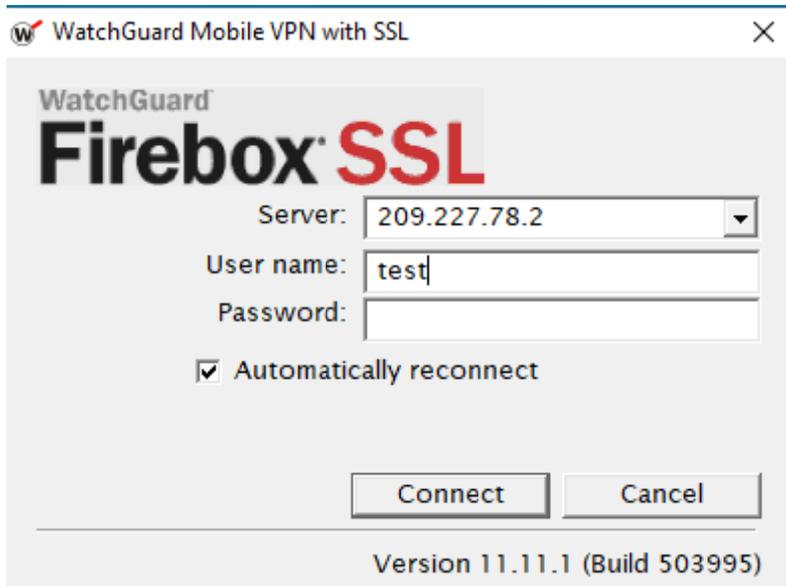
Also please don't forget to update the password if you use a mobile device for your work email account.

For any questions contact us at [support@archny.org](mailto:support@archny.org) | x3380

1. On your laptop, look for the WatchGuard VPN icon. When you find it, double click on the icon.



2. A window will appear where you will type in some information. For the server line, you can type in the server address (please see the tables below for the list of server addresses). You will then type in your username and password (same login information you use to sign into your desktop or laptop). Hit connect.



- If you work at 80ML, please use the following server addresses:

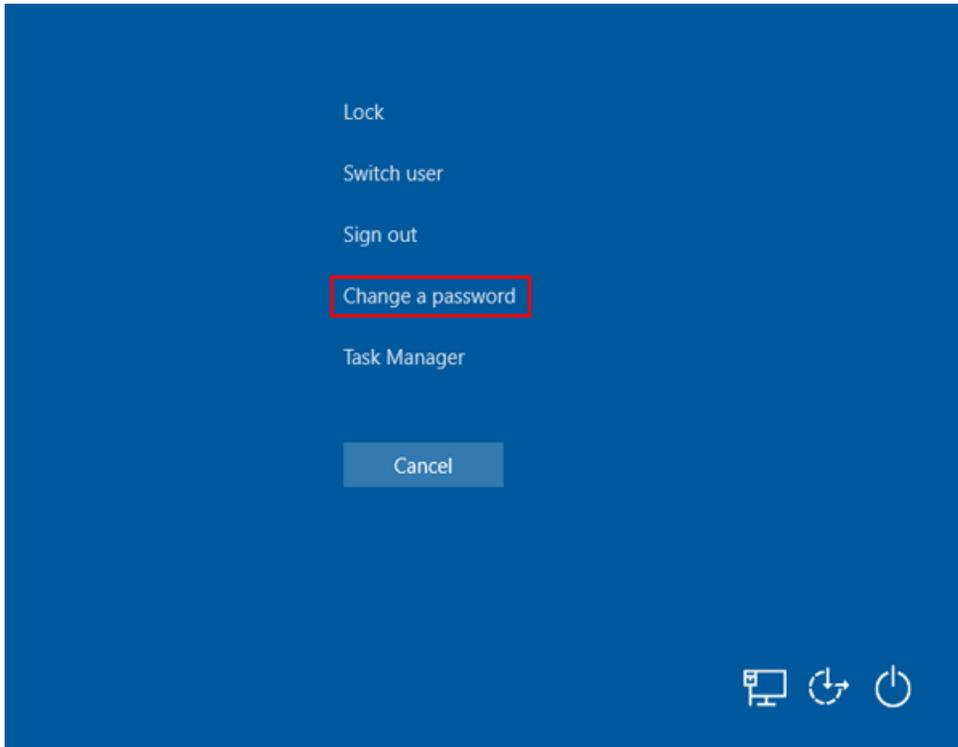
209.227.78.2
108.21.199.44
108.21.199.45
108.21.199.46
108.21.199.50
108.21.199.51
108.21.199.52
108.21.199.53
69.193.165.54

- If you work at 1011, Seminary, or at a remote site, please use the following server addresses:

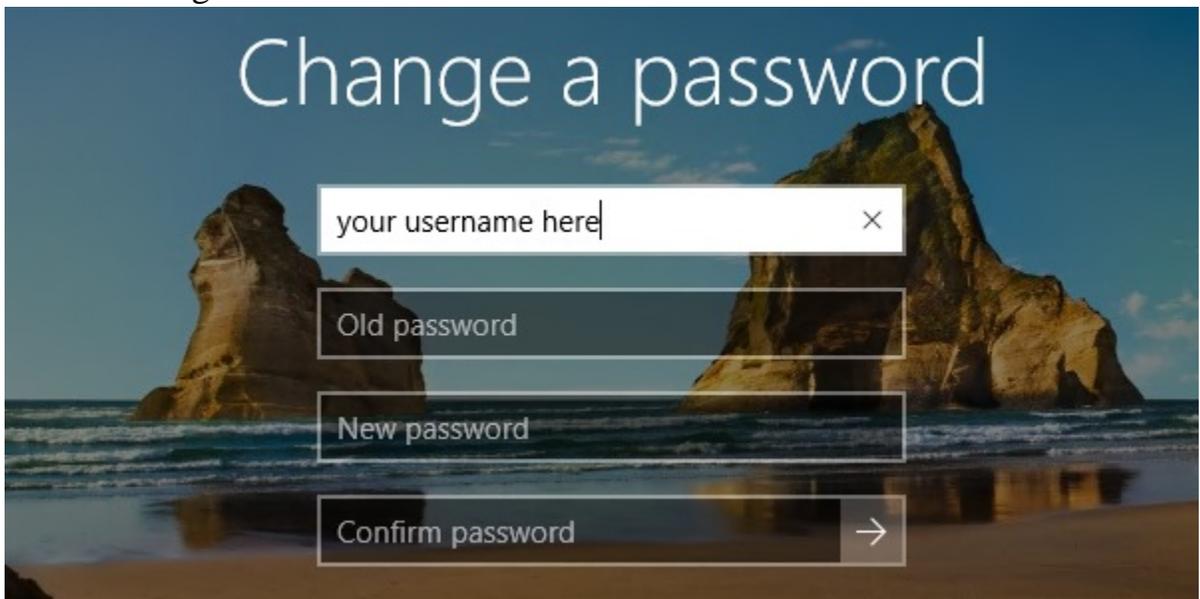
209.227.78.2	108.21.199.49
108.21.199.44	108.21.199.50
108.21.199.45	108.21.199.51
108.21.199.46	108.21.199.52
108.21.199.47	108.21.199.53
108.21.199.48	108.21.199.54

3. After you hit connect, DUO will either call your phone or send a push notification through the app on your phone. When you receive this, please hit accept or tap a number when you answer the call.
4. Hold down the following 3 keys together: Ctrl+Alt+Del. A new screen will appear.

5. Select the “Change a Password” option.



6. Type in your current password on the “Old Password” line. Create a new password and type it in for the “New Password” and “Confirm Password” lines. New passwords must be 10 characters or more, with one upper case letter, one number, cannot be your name or a previous password. For the username section, you will see the following “archny\username”. You do not need to change this line. Hit Enter.



7. To sync the new password with your laptop, hold down the following two keys together: Windows icon key + the letter L. This will lock the laptop. Type in your new password to unlock the laptop. Your laptop now has the new password.



- This is the Windows Icon Key.

8. Please remember to update any device that contains your Arch email account with the new password.
  - Please do not write down your passwords.
  - Do not share your passwords with others.
  - Do not save your login credentials to a web browser.
  - If you have difficulty with this, please give us a call at 646-794-3380 or email us at [dsc@archny.org](mailto:dsc@archny.org) to create a ticket (please provide name, contact information, and where you currently work).